

CONCORDIA COLLEGE

Office of Global Education

Student Contract Exploration Seminars 2010

Seminar Dates

Saturday, February 20, 2010 – Sunday, February 28, 2010

Departures will be from Hector International Airport, Fargo ND on Saturday, February 20, 2010

Registration

Registration for Spring Semester 2010 will be November 10 – November 13, 2009. At this time you must register for BOTH the on-campus class corresponding with your Exploration Seminar and the Exploration Seminar Lab, which is your abroad portion.

Cost

- Seminar cost is individual to each seminar and can be found in the study away brochure or on the website. <http://www.cord.edu/Academics/Global/Programs/Studyabroad/exploration.php>
- Students that have previously participated in an Exploration Seminar will be charged the full seminar price plus \$200.00, as Exploration Seminar students are only subsidized once during their Concordia stay.

Payment Dates

Deposit payment of **\$600** is due by Friday, November 20, 2009

Final Payment: **Remainder** of balance is due by Friday, January 15, 2010

Payments are to be made at the Business Office, 2nd floor Lorentzsen. Make sure you place your new student I.D. number on any checks and specify that your payment is for an Exploration Seminar.

Applications must be turned in **completed** (including a photo for International I.D., receipt of deposit, and a copy of a valid passport or copy of your birth certificate) to Office of Global Education, Grant Center.

NOTE: Your seminar must be paid in full before you can depart. An unpaid account will result in you not being able to depart with your Exploration Seminar.

Refund Policy

\$300 of your \$600 deposit is non-refundable at time of payment, no exceptions.

Remainder of your deposit (\$300) will be fully refundable until the end of the academic day Friday, December 4, 2009.

Cancellations between Friday, December 4, 2009 and Tuesday, December 15, 2009 will result in the loss of the full \$600 deposit.

Cancellations after Tuesday, December 15, 2009 will result in the loss of the \$600 deposit and any unrecoverable costs, such as: full airline ticket cost, hotel expenses, and any other prepaid fees; and will be charged to your tuition bill. Keep in mind that cancellations after Tuesday, December 15, 2009 may result in having to pay the full cost of the seminar.

The Office of Global Education will make aggressive efforts to recover as much of the seminar cost as possible. Any recoverable fees will be disbursed after the seminar has returned.

ALL cancellations must be made in person to the Office of Global Education, located in the lower level of the Grant Center. E-mails, phone calls, and voice mails will not be accepted.

Financial Aid

Please read the financial aid information handed out with your application. If you have any questions, please contact the Financial Aid Office at 218.299.3010 finaid@cord.edu.

*Even if you plan on taking out a loan, you must still pay the \$600 deposit to ensure a spot on the seminar.

Journey Program (new this year)

All students participating in away programs will be required to take part in the Journey Program, please see page 24 in the catalog under "Global Integration Course". Dates and times of the program will be sent out in December.

Flight Deviations

Flight deviations will not be allowed. All seminar participants will depart and return with their seminar.

Passport Information

To obtain your passport please visit your local courthouse or post office. You will need:

1. Your certified birth certificate with the raised seal – this is sent in with your passport application and returned with your passport
2. \$100.00 fee (2 separate checks - \$75 check made out to the US Department of State and a \$25 check made out to the Recorder's Office or Post Office)
3. Completed passport application with your mailing address. Visit www.co.clay.mn.us for an application.
4. Picture ID (Driver's License)
5. 2 passport photos

Remember it takes at least 4-5 weeks to process your passport. PLEASE DO NOT WAIT TO APPLY! The Office of Global Education suggests applying for your passport either prior to or over the Thanksgiving break. Once your passport arrives, please bring a copy to the Office Global Education. If your passport does not arrive by February 19, 2010 you will not be able to depart with the group and will be responsible for the full cost of your trip.

No refund will be made for any accommodations or services included in the seminar cost which I voluntarily do not use, become ill and unable to participate, or when electing to return prior to the seminar's scheduled return date regardless of cause.

I have carefully studied the preliminary information regarding the Exploration Seminar program, its course offerings, financial arrangements, the risk of travel as well as the appropriate cultural conduct expected of the applicant and understand fully the obligations involved.

I hereby apply for participation in the Exploration Seminar for 2010 and have paid a deposit of \$600 (see refund policy above). I understand that if I have supplied inadequate or false information on any forms that require my signature, and/or interfere with the ability of myself or others to benefit from this program, I am subject to immediate dismissal from the Exploration Seminar. I also understand that I am not registered for the Seminar until the deposit of \$600 is made to the Business Office, 2nd floor Lorentzsen and my entire application is completed and turned in to the Office of Global Education, Grant Center.

Seminar for which I am applying: _____

I have previously participated in an Exploration Seminar: NO YES

If yes, which seminars? _____

I understand that the cost of my seminar will be \$ _____

I have read this two-page document and agree to all of its terms.

Student Signature _____ **Date** _____

OGE Signature _____ **Date** _____